



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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January 29, 2008

Board of Supervisors
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Fifth District

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**PROBATION DEPARTMENT: APPROVAL OF A CONTRACT WITH THE
W. HAYWOOD BURNS INSTITUTE TO PROVIDE CONSULTING SERVICES FOR
THE ENHANCED DISPROPORTIONATE MINORITY CONTACT TECHNICAL
ASSISTANCE PROJECT (DMC-TAP)
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign the attached contract with the W. Haywood Burns Institute (Burns Institute) to provide consulting services for the Enhanced Disproportionate Minority Contact Technical Assistance Project (DMC-TAP), for the Los Angeles County Probation Department, in the amount of \$124,500, for a period to commence following Board approval through December 31, 2008.
2. Delegate authority to the Chief Probation Officer to extend the contract term for one additional 12-month period, in an estimated amount of \$150,000 upon approval by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to obtain Board approval of a contract with the Burns Institute on a sole source basis to provide consulting services and assist Probation in meeting the requirements of the DMC-TAP by developing DMC reduction strategies and facilitating stakeholder collaboration. The proposed contract will begin following Board approval through December 31, 2008, and have a 12-month extension option contingent on continued grant funding.

The DMC-TAP is a three-phase project that requires the services of a consultant with a specific expertise. Probation obtained the services of the Burns Institute for Phase I through a purchase order issued by the Internal Services Department (ISD). Although it was the Department's intent to request a purchase order for Phases I and II, ISD determined that the three phases were related and not distinct in nature. Consequently, a formal Board agreement is necessary to continue the services required under the State grant, with time being of the essence, in order to meet grant requirements and timelines.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal 3: Organizational Effectiveness; and Goal 8: Public Safety. Implementation of these recommendations will provide services that will be beneficial to probation youth and their families by improving their well-being and promoting self-sufficiency.

FISCAL IMPACT/FINANCING

The total maximum contract obligations are \$124,500 for the initial contract year, and \$150,000 for the second year contingent on grant funding. The contract will be fully funded by the State of California Corrections Standards Authority (CSA). Funding for this contract is included in the Department's FY 2007-08 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contract includes all of the required terms and conditions, including requirements regarding contractor non-responsibility and debarment.

This is a Non-Prop A contract. Consequently, there are no departmental employee relations' issues and it will not result in a reduction of County services. The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not request the contractor to perform services that exceed the Board-approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS

The proposed contract is recommended on a sole source basis due the urgency to comply with CSA grant requirements and the Burns Institute's unique qualifications. Further, the Burns Institute is in a position to provide the required services due to their current involvement with the County of Los Angeles DMC-TAP, and their extensive experience in developing work plans to reduce racial and ethnic disparities throughout the juvenile justice system.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will enable the Probation Department to comply with grant requirements and continue the County's efforts in developing DMC reduction strategies by contracting with an expert consultant.

CONCLUSION

Upon approval by your Board, it is requested that the Executive Officer/Clerk of the Board send the executed contract to Director Yolanda Young, Probation Department, Contract Management Division, 9150 East Imperial Hwy Downey, CA 90242

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF: SRH:RDC
RBT:YY:yjf

Attachment

c: County Counsel

Haywood.Probation.bl